

HAMPTON BOARD OF EDUCATION

COMMUNITY RELATIONS

1000 SERIES

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HAMPTON BOARD OF EDUCATION

1000

COMMUNITY RELATIONS

CONCEPT AND ROLES IN COMMUNITY RELATIONS

The Board of Education recognizes that the community shapes the quality of local education. It is imperative that members of the community and the school personnel cooperate in planning, developing policy, implementing programs, and evaluating results.

School-community relations are not merely reporting and interpreting but part of a public enterprise in which community members and school personnel play their respective roles in the best interests of the school district.

The Board of Education establishes the following goals for the community relations program:

1. To increase public understanding of the school system.
2. To increase community confidence and interest in the school system.
3. To promote effective dissemination of information concerning school activities.
4. To solicit and consider community opinions about the school system.
5. To encourage the sharing of resources among civic and community organizations for the benefit of the school system.
6. To invite community participation in school activities.

Tentative Approval: 05/21/08

Final Approval: 06/18/08

Reapproved: 02/04/2015

HAMPTON BOARD OF EDUCATION

1110

COMMUNITY RELATIONS

PARENT INVOLVEMENT

The Hampton Board of Education believes that parent involvement is vital to student's success. In order to achieve the desired level of parent involvement, this policy guides the development of the school's plan to foster a cooperative effort among the parents, school and community.

Parent involvement activities developed at this school will include opportunities for:

- volunteering;
- parent education;
- home support for the child's education;
- parent participation in school decision-making.

The school system will provide opportunities for professional development and resources for staff and parents/community regarding effective parent involvement practices.

Roles and Responsibilities

1. PARENTS

It is the responsibility of the parent to:

- actively communicate with the school staff;
- be aware of and follow rules and regulations of school;
- take an active role in the child's education by reinforcing at home, the skills and knowledge the student has learned in school;
- utilize opportunities for participation in school activities.

2. STAFF

It is the responsibility of the staff to:

- develop and implement a school plan for parent involvement;
- promote and encourage parent involvement activities;
- effectively and actively communicate with all parents about skills, knowledge and attributes student is learning in school and suggestions for reinforcement.

3. COMMUNITY

Community members who volunteer in the schools have the responsibility to:

- be aware of and follow rules and regulations of the school;
- utilize opportunities for participation in school activities.

4. ADMINISTRATION

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It is the responsibility of the administration to:

- facilitate and implement the Parent Involvement Policy and Plan;
- provide training and space for parent involvement activities;
- provide resources to support successful parent involvement practices.

The Superintendent or his/her designee shall develop, maintain and publish regulations or procedures to support this policy.

Tentative Approval: 10/29/98

Final Approval: 05/21/08

HAMPTON BOARD OF EDUCATION

1110.0

COMMUNITY RELATIONS

COMMUNICATION WITH THE PUBLIC PARENT INVOLVEMENT

The Board of Education recognizes that a child's education is a responsibility shared by the school and family during the entire period the child spends in school. To support the goal of the school district to educate all students effectively, the schools and parents must work as knowledgeable partners.

Although parents are diverse in culture, language, and needs, they share the school's commitment to the educational success of their children. This school district and the schools within its boundaries, in collaboration with parents, shall establish programs and practices that enhance parent involvement and reflect the specific needs of students and their families.

To this end, the Board supports the development, implementation, and regular evaluation of a parent involvement program in each school, which will involve parents at all grade levels in a variety of roles. The parent involvement programs will be comprehensive and coordinated in nature. They will include, but not be limited to, the following components of successful parent involvement programs:

- Communication between home and school is regular, two-way, and meaningful.
- Such communication may include monthly newsletters, required regular contact with all parents, two flexible parent-teacher conferences for each school year [required beginning July 1, 2010], and drop in hours for parents, home visits and use of technology.)
- Responsible parenting is promoted and supported.
- Parents play an integral role in assisting student learning.
- Parents are welcome in the school, and their support and assistance are sought.
- Parents are full partners in the decisions that affect children and families.
- Community resources are made available to strengthen school programs, family practices, and student learning.

The Board of Education supports professional development opportunities for staff members to enhance understanding of effective parent involvement strategies. The Board also recognizes the importance of administrative leadership in setting expectations and creating a climate conducive to parental participation.

In addition to programs at the school level, the Board of Education supports the development, implementation, and regular evaluation of a program to involve parents in the decisions and practices of the school district, using to the degree possible the components listed above.

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Engaging parents is essential to improved student achievement. This school district shall foster and support active parent involvement.

Legal Reference: Connecticut General Statutes

[10-221](#) Boards of Education to prescribe rules, policies, and procedures as amended by P.A. 97-290 and by PA 10-111, An Act Concerning Education Reform in Connecticut.

Tentative Approval: 11/19/2014

Final Approval: 02/04/15

HAMPTON BOARD OF EDUCATION

1112

COMMUNITY RELATIONS

NEWS MEDIA RELATIONSHIPS

Schools are public institutions serving the educational needs of the community. Therefore, it is important that information be disseminated concerning programs, activities, and significant school events. The Board recognizes the important role the media serves in reporting information about the District's program, services and activities. Therefore, the District will make reasonable efforts to provide media access to students.

To ensure that publicity is coordinated with a common effort and purpose, the following shall be followed with news media:

1. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public.
2. School administrators are authorized to grant permission and set parameters for media access to students in their respective schools.
3. The media may interview and photograph students involved in instructional programs and school activities including athletic events if authorized by the Principal provided that their presence will not be unduly disruptive.
4. If, in the judgment of the administration, the presence of any photographer, broadcaster, or news journalist causes such disruption that orderly conduct of the activity becomes unfeasible, access by these individuals may be limited to the extent necessary to remove disruption.
5. News media personnel who intend to photograph, broadcast, or record for broadcast student activities shall provide appropriate identification to the school administrator, if requested, prior to access.
6. Only news media personnel employed by a newspaper, radio or television broadcasting company, or personnel of a recognized student news medium assigned to cover the activity shall be permitted to photograph, broadcast, or record for broadcast, such activity.
7. Media representatives wishing to photograph or identify particular students, must obtain parental or guardian approval as well as school administrator permission.
8. In the case of photographs, videotapes, and/or articles referring to students involved in athletic events parental or guardian permission may be provided on an annual basis.
9. Parents who do not want their student interviewed or photographed by the media should direct their child accordingly.

Legal Reference: Connecticut General Statutes
1-226 Recording, broadcasting or photographing meetings

Presented: 07/27/16

Approved: 02/04/15

Reapproved: 9/28/16

HAMPTON BOARD OF EDUCATION

1112.6

COMMUNITY RELATIONS

VIDEOTAPING OF STAFF/STUDENTS

Videotaping and filming of school district employees shall have the prior written consent of the Building Principal and the participating employees. If any student is to be filmed or videotaped and will be identified or a primary subject of the filming or videotaping, prior written consent/release/waiver shall be obtained from the student's lawful custodian. Additionally, if a student is disabled or exceptional and if such student will be identifiable as such on the film or videotape, prior written consent/release/waiver shall be obtained from the student's lawful custodian. If film or videotape is to be used for any purpose other than the purpose set forth on the employee consent form, then release/waiver forms shall be obtained from each participating employee and his/her Principal.

(cf. 1112 News Media Relationships)

Tentative Approval: 05/21/08

Final Approval: 06/18/08

Reapproved: 08/26/2015

HAMPTON BOARD OF EDUCATION

1120

COMMUNITY RELATIONS

PUBLIC PARTICIPATION AT BOARD OF EDUCATION MEETINGS

The regular and special meetings of the Board of Education are open to the public and representatives of the press except that a part of any meeting may be designated an executive session as provided by law. (See 9324 for details)

The Board of Education welcomes participation of interested organizations and individuals. Advance announcement of all regular and special meetings of the Board of Education is made through posting the agenda, through notices to newspapers, and directly to citizens and community and professional organizations who specifically request such notification. A reasonable charge may be made for those persons or organizations requesting advance announcements of meetings and agenda backup materials.

Board meetings are meetings held in public and are not open hearings. Once the Board moves into regular agenda the public may participate as allowed by the Chairperson and with the following restrictions:

1. Questions and/or comments are to be restricted to the specific agenda item being discussed;
2. Board members shall be recognized first for comments and/or questions;
3. Questions and/or comments by the public may be restricted by the Board Chairperson;
4. The Chairperson may, at his/her discretion, curtail public discussion at any time.

Any citizen may appear before the Board to express his/her opinion concerning the educational program of the district. The public is advised that any discussion of specific Board employees will not be allowed at meetings and should be addressed to that employee's immediate supervisor. The Board agenda provides opportunities for comments and questions from persons attending the meeting. Persons wishing to address the Board should give their names and addresses.

Board Relations with Community Organizations

It is the intention of the Board of Education to cooperate fully with appropriate officials, Boards, committees, or other agencies of the town, and with organized groups of interested citizens of the town. Any such individual or group requesting a meeting with the Board of Education should present its request to the Chairperson of the Board, or the Superintendent, in ample time to allow for proper preparation of agenda items, notification of Board members, and establishment of a mutually agreeable meeting time and place.

(cf. 1312 Public Complaints)

Legal Reference: Connecticut General Statutes

HAMPTON BOARD OF EDUCATION

1-225 Meetings of government agents to be public. Recording of votes. Schedule and agenda of meetings to be filed. Notice of special meetings. Executive sessions.

1-226 Broadcasting or photographing meetings.

19a-342 Smoking in public meetings in rooms of public building prohibited.

1-227 Mailing of notice of meetings to persons filing written request. Fees.

1-230 Regular meetings to be held pursuant to regulation, ordinance or resolution.

1-232 Conduct of meetings.

1-205 Denial of access to public records or meetings.

10-238 Petition for hearing by board of education.

Tentative Approval: 05/21/08

Final Approval: 08/26/15

HAMPTON BOARD OF EDUCATION

1140

COMMUNITY RELATIONS

STUDENTS/COMMUNITY

Non-School Activities

The Board of Education recognizes that worthy educational values may be served by student participation in civic and community affairs when such performances contribute to the educational process and objectives of that particular class and when they do not interfere with other classes or activities within the school. Student participation in appropriate civic and community affairs is encouraged. School groups and individuals, may, with the permission of the principal, participate in local public events which fall into the following classifications:

1. Events sponsored by the schools. Educational events in which the school serves as host shall have priority.
2. Community functions organized in the interest of the school, such as those originated by the P.T.A./P.T.O. or other parent group.
3. Noncommercial civic occasions of community, county, state, or national interest of sufficient breadth to enlist general interest and cooperation.
4. Events that are primary patriotic in nature, such as Veteran's Day.
5. Charity benefit activities, provided such activities have been specifically approved in advance by the Superintendent.
6. Program sponsored by established character building agencies, or programs sponsored jointly by the school system and mass communication of the media, of a public nature.

School groups may not participate in events in any of the following classifications: In questionable cases, such requests for participation shall be referred to the Superintendent of Schools for review and approval:

1. Events that are for the purpose of private gain or for the advertising of any commercial project or product. A school name, the names of school-sponsored groups or school equipment shall not be exploited in commercial events.
2. Events that are for the furtherance of any politically partisan interest. In questionable cases the matter shall be referred to the Board of Education.
3. Events that further any specific religious concern.
4. Events which cause undue interference with regular school programs, or which cause excessive absences from rehearsals or preparation.

Distribution of Materials by Students

Printed materials may be distributed to parents by students as an inexpensive means of mass communications providing:

1. The materials relate to the school, community, local recreational or civic activities.
2. The materials do not relate to any religious belief or activity, or promote private gain, or political position.
3. The materials do not promote any political party or candidate.

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Except for requests from parent-teacher organizations, Board appointed citizens' ad hoc advisory committees, or other school-connected organizations, requests from groups or individuals to have students distribute materials parents or other citizens of the community will be referred to the Superintendent of Schools for approval.

On issues to be decided at referenda, information distributed by school personnel or Board of Education members, whether through students or otherwise, may only provide information on the time, date, and location of the referenda and may not advocate positions on the referenda questions.

Legal Reference: Connecticut General Statutes
9-369b Explanatory text relating to local questions.

Tentative Approval: 08/04/04

Final Approval: 09/01/04

HAMPTON BOARD OF EDUCATION

1150/1160

COMMUNITY RELATIONS

COMMUNICATIONS WITH THE PUBLIC/RESPONSIBILITIES OF BOARD MEMBERS AND SCHOOL PERSONNEL

It is the responsibility of each Board member, as well as each employee of the district, to exercise care when answering questions about the public schools. Individuals should answer questions only when they have full and complete understanding of the point about which they have been asked. If the employee or Board member is not prepared to answer accurately and fully, he/she should refer the inquirer to a staff member who would have the appropriate information.

All school personnel and Board members are encouraged to be informed on Board of Education policy and school policies and programs in order that they may better advance public understanding of the schools.

Staff Participation in Community Activities

All staff members are encouraged to support and to volunteer their services to various community organizations in town.

(cf. 1112 - News Media Relationships)

(cf. 4118.21 - Academic Freedom)

Tentative Approval: 05/21/08

Final Approval: 08/26/2015

HAMPTON BOARD OF EDUCATION

1210

COMMUNITY RELATIONS

COMMUNITY ORGANIZATIONS

The Board of Education encourages the creation of parent organizations such as PTA, PTO units and student, teacher, and parent councils as appropriate means of achieving effective and maximum parental involvement with the school system.

The Board encourages the Superintendent of Schools, other administrators, teachers, and other staff members to work closely with the officers and directors of parent organizations.

Among the many services which such associations can offer, the Board especially endorses support for parent/citizen volunteer programs in our schools.

Tentative Approval: 05/21/08

Final Approval: 08/26/2015

HAMPTON BOARD OF EDUCATION

1212

COMMUNITY RELATIONS

SCHOOL VOLUNTEERS

The Board of Education recognizes that volunteers can make many valuable contributions to our schools. The Board endorses a program encouraging community residents to take an active role in improving schools and to become school volunteers in schools subject to suitable regulations and safeguards. Appropriate recognition of volunteer services shall be made by the Board and school district administration.

The Superintendent shall establish procedures for securing and screening resource persons and volunteers. No person who is a "sex offender," as defined by Public Act 98-111, An Act Concerning the Registration of Sexual Offenders shall be used.

The Superintendent will maintain a list of all regular volunteers in the district (chaperones on field trips, aides, library and classroom volunteer assistance, grandparents, assistance at athletic events, field days, etc.). The list will be updated annually.

Legal Reference: Connecticut General Statutes

10-4g Parent and community involvement in schools; model programs; school-based teams.

10-235 Indemnification of teachers, board members, employees and certain volunteers and students in damage suits; expenses of litigation.

54-254 Registration of person who has committed a felony for a sexual purpose.

Tentative Approval: 04/15/2010

Final Approval: 05/20/2010

HAMPTON BOARD OF EDUCATION

1220

COMMUNITY RELATIONS

CITIZENS' AD HOC ADVISORY COMMITTEES

The Board of Education endorses appropriate ad hoc advisory committees for various district programs and activities. When it establishes a committee, the Board shall provide guidelines for membership and delineate its responsibilities, authority and meeting requirements pursuant to the Freedom of Information Act. At the October Board meeting each year, the Board shall review existing advisory committees, membership, and committee goals for the year.

All committees created by the Board of Education shall follow the provisions of the Freedom of Information Act as required by statute.

(cf. 1312 Public Complaints)
(cf. 5145.2 Freedom of Speech/Expression)
(cf. 6144 Controversial Issues)
(cf. 6161 Equipment, Books, Materials: Provision/Selection)

Legal Reference: Connecticut General Statutes

1-200 through 1-241 Freedom of Information Act.

Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81)

Tentative Approval: 05/21/08

Final Approval: 06/18/08

HAMPTON BOARD OF EDUCATION

1230

COMMUNITY RELATIONS

OTHER SCHOOL-CONNECTED ORGANIZATIONS

Booster Clubs

The Board of Education recognizes that extracurricular support groups, or "booster clubs" provide important support to District schools, and can be valuable means of stimulating community interest in the aims and activities of District schools. Support organizations may be defined in two ways:

1. an organization which is created to foster community support and raise funds for a specific extracurricular activity; or
2. an organization which is created to foster community support and raise funds for the school's general extracurricular program.

Parents and other interested community members who wish to organize a booster club for the purpose of supporting a specific school program or activity are encouraged to do so as long as the activities of such organizations do not interfere unduly with the total educational program or disrupt District operations in any way. To this end, booster club/support organizations must follow these guidelines:

1. be voluntary;
2. submit an activity schedule in advance to the Superintendent of Schools or his/her designee for prior approval. Any time a booster club uses the name of the District or any language suggesting that the District has endorsed, sponsored or otherwise approved of the club's activities, there must be prior approval by the Superintendent or his/her designee;
3. seek advance approval for any use of school facilities and/or equipment;
4. avoid interference with any previously approved student activity;
5. understand and respect the authority of District employees in the administration of their duties; and
6. assume all financial responsibility for the booster club, including but not limited to the provision of adequate insurance coverage, as appropriate.

If a booster club wishes to make a contribution of money, service time or tangible property such as equipment or supplies, a representative of the organization should first meet with the Superintendent or his/her designee. The Superintendent or his/her designee must identify the District's terms and conditions of accepting such gifts in concert with the District's policy pertaining to gifts, grants and bequests.

Booster club proposed plans, projects and other activities must be evaluated and promoted in light of their stated contribution to the academic as well as the extracurricular school programs.

HAMPTON BOARD OF EDUCATION

Careful consideration should be given to the total value of the contribution to all students, and not just to specific student groups.

The Board retains final responsibility and authority on all activities which have an impact on students, school programs and/or school owned property.

Further, the Board recognizes its responsibility to ensure that equivalent benefits and services are provided to members of both sexes. Therefore, if booster clubs provide benefits, services or tangible property that assist only teams or programs of one gender, the Board shall ensure that teams or programs of the other gender receive equivalent benefits, services or tangible property. If a booster club provides benefits, services or tangible property which are greater than that which the District is capable of providing to the athletes or programs of the other gender, the administration shall take action, within policy parameters, to ensure equivalency for both sexes.

- (cf. 1110.1 - Parental Involvement)
- (cf. 1140 - Distribution of Materials by Students)
- (cf. 1210 - School Community Associations)
- (cf. 1323 - Gifts to Students)
- (cf. 1330 - Use of School Facilities)
- (cf. 3280 - Gifts, Grants and Bequests)
- (cf. 3281 - School Fund Raising)
- (cf. 3515 - Community Use of School Facilities)

Legal Reference: Title IX of the Educational Amendments of 1972, 20 U.S.C.A § 1681.

Tentative Approval: 05/21/08

Final Approval: 06/18/08

HAMPTON BOARD OF EDUCATION

1250

COMMUNITY RELATIONS

SCHOOL VISITORS

The Board of Education and staff of the school district welcomes and strongly encourage members of the community and other interested persons to visit the schools.

The Superintendent of Schools shall establish regulations to:

1. encourage school visitations.
2. provide for appropriate hospitality for visitors.
3. require visitors to register in the Principal's office upon arrival at the school.
4. ensure that such visits will enhance educational programs rather than hinder them.
5. channel expressions of approval as well as constructive criticism to the Board of Education.

Board of Education members are encouraged to visit schools to become acquainted with students, school personnel, and programs; however, Board members have authority only in regularly called meetings of the Board, or when delegated specific tasks by specific Board action.

All school visitors shall register in the Principal's office. Staff members should be alert for unauthorized visitors and report their presence to the Principal promptly should there be concerns about whether visitors may be unauthorized visitors.

A person is guilty of loitering on school grounds when he/she loiters or remains in or about a school building, or grounds, without a reason or relationship involving custody of, or responsibility for, a student or any other license or privilege to be there.

Legal Reference: Connecticut General Statutes

53a-185 Loitering in or about school grounds: Class C misdemeanor.

Tentative Approval: 05/21/2008

Final Approval: 06/18/2008

HAMPTON BOARD OF EDUCATION

1251

COMMUNITY RELATIONS

LOITERING OR CAUSING DISTURBANCE

All visitors must register in the office of the school Principal. Staff members should be alert to the possibility of unauthorized visitors and promptly report any concerns to the Principal. Any person shall be considered loitering on school grounds when he/she loiters or remains in or about a school building or grounds, without any reason or relationship involving custody of or responsibility for student or any other license or privilege to be there.

Legal Reference: Connecticut General Statutes
53a-185 Loitering in or about school grounds: Class C misdemeanor.

Tentative Approval: 05/21/08

Final Approval: 08/26/2015

HAMPTON BOARD OF EDUCATION

1310

COMMUNITY RELATIONS

RELATIONS BETWEEN PUBLIC AND SCHOOL PERSONNEL

The Board of Education recognizes that school personnel may have dual roles in that they may be as local citizens as well as employees of the Town. Staff may have to exercise discretion when questions arise concerning goals or operations of the schools. The Board directs the Superintendent to develop and implement procedures for the handling of differences of opinion among the Board, the public, and school personnel.

(cf. 1120 - Public Participation at Board of Education Meetings)

(cf. 1312 - Public Complaints)

(cf. 4118.21 - Academic Freedom)

(cf. 5145.6 - Student Grievance Procedure)

Tentative Approval: 05/21/08

Final Approval: 08/26/2015

HAMPTON BOARD OF EDUCATION

1311.1

COMMUNITY RELATIONS

POLITICAL ACTIVITIES OF SCHOOL EMPLOYEES

The Hampton Board of Education recognizes the right of its employees, as citizens, to engage in political activity. However, the Board recognizes that school property and school time are paid for by all the people of the District, and should not be used for partisan political purposes, except as provided for in policies pertaining to the use of school facilities by civic and political organizations.

Prohibited activities include the posting of political circulars or petitions, collection or solicitation of campaign funds, solicitations for campaign workers, the use of students in writing or addressing campaign materials, and the distribution of campaign materials to students on District property or during school time in any manner which would indicate that a school employee is using a position in the school to further personal partisan views on candidates for public office or questions of public property. Teachers and other District employees will not attempt to influence students concerning political party affiliations and will not praise or denigrate any particular political party.

Nothing in this policy will be interpreted as prohibiting teachers from conducting appropriate activities that encourage students to become involved in the political processes of the party of the students' choice or as independents; nor does it prohibit the use of political figures as resource persons in the classrooms.

(cf. 1140 - Distribution of Materials by Students)

(cf. 1311.2 - Political Activities in the Schools/On School Board Property)

(cf. 1330/3515 - Community Use of School Facilities)

(cf. 3543.13 - Mail and Delivery)

(cf. 4118.21 - Academic Freedom)

(cf. 6144 - Controversial Issues)

(cf. 6153.2 - Student Participation in Election Process)

Legal Reference: Connecticut General Statutes

7-421 Political activities of classified municipal employees.

7-421b Limitation on restriction of political rights of municipal employees.

9-369b Explanatory text relating to local questions.

10-156e Employees of boards of education permitted to serve as elected officials; exception.

10-239 Use of school facilities for other purposes

31-51q Liability of employer for discipline or discharge of employee on account of employee's exercise of certain constitutional rights.

Keyishian v. Board of Regents 395 U.S. 589, 603 (1967)

Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81)

Equal Access Act, 20 U.S.C. ss 4071-4074

Presented: 05/21/08

Approved: 05/29/14

Reapproved: 09/28/16

HAMPTON BOARD OF EDUCATION

1311.2

COMMUNITY RELATIONS

POLITICAL ACTIVITIES IN THE SCHOOLS

The Board of Education strongly supports the concepts of representative government and elected office. The Board encourages District employees to exercise their right to vote, and the Board expresses its admiration for those who seek and obtain public office. Further, the Board recognizes that the public schools are tax-supported and should be accessible to the community. The Board, however, does believe that the educational process should be clearly separate from the political activities associated with campaigns for public office.

Therefore, political activities in the schools during school hours shall be restricted to those of an educational nature that are beneficial to students as part of their program of study. The Board shall promulgate regulations in conjunction with this policy governing the following:

- Access to school system information
- Display and distribution of political literature
- Employee political activities
- Participation by student groups
- Use of school facilities
- Use of district resources
- Conduct of candidates

(cf. 1140 - Distribution of Materials by Students)

(cf. 1311.2 - Political Activities in the Schools/On School Board Property)

(cf. 1330/3515 - Community Use of School Facilities)

(cf. 3543.13 - Mail and Delivery)

(cf. 4118.21 - Academic Freedom)

(cf. 6144 - Controversial Issues)

(cf. 6153.2 - Student Participation in Election Process)

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Tentative Approval: 05/21/08

Final Approval: 08/26/2015

HAMPTON BOARD OF EDUCATION

1312

COMMUNITY RELATIONS

PUBLIC COMPLAINTS

The Board of Education welcomes comments and suggestions for improvement from the citizens whom it serves. Constructive criticism of the schools is welcome whenever it is motivated by a sincere desire to improve the quality of the educational program or to allow the schools to do their tasks more effectively. However, the Board has confidence in its professional staff and desires to support their actions in order that they be free from unnecessary, spiteful or negative criticism and complaint. Therefore, whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will promptly be referred to the school administration for study and possible solution.

Since individual Board members have no authority to resolve complaints, other than by formal Board action, Board members shall refer persons making complaints about the schools to the most immediate level at which the problems can be resolved and, as may be necessary, through lines of organization to the Superintendent of Schools. The Board expects that the administration will develop a procedure for receiving complaints courteously and that it will take steps to make a proper reply to the complainant. Follow-up shall be in the form of a written memorandum to the Board members.

Anonymous complaints provide no avenue for response or redress of the complaint. Therefore, it is the policy of the Board that such complaints will not be pursued. An unsigned complaint will not be read or acted upon at any meeting of the Board and anonymous telephone complaints will not be brought to the Board by any individual Board member, administrator or other District employee. The administration will not act on any anonymous complaint.

Parents should be made aware of the proper channels of communication and appeal. Complaints for which specific resolution procedures are provided shall be directed through those channels. The decision of the Principal regarding a student must include notice to the parents of the next step of appeal. Any appeal from the decision of the Superintendent to the Board shall be in writing and signed.

Complaints should be resolved at the lowest possible level of authority. If the complaint cannot be resolved at the building level, either party is encouraged to bring the matter to the attention of the Superintendent of Schools.

If all other remedies have been exhausted and a complaint cannot be satisfactorily resolved, the complaint may be appealed to the Board of Education. No appeal will be heard by the Board and no charges or accusations against an employee will be investigated unless the accusations are reduced to writing, signed by the party making the complaint, and presented to the Board through the Superintendent.

The Board will not consider or act upon complaints that have not been explored at the appropriate level or complaints for which specific resolution procedures have been established that do not include Board review. If the

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Board decides to hear the complaint; the Board shall make a decision which shall be sent to all interested parties. The Board's decision is final.

Upon receipt of a written petition signed by one percent of the voters or fifty voters, whichever is greater, the Board of Education shall hold a public hearing on any question specified in the petition within three weeks of receipt of the petition.

Challenged Material

A procedure for processing and responding to criticism of approved materials shall be established and followed. This procedure shall include a formal, signed complaint of standard format and an appointed committee to re-evaluate the material in question.

In all cases, the decision to retain or reject shall be made on the basis of whether the material represents life in its true proportions, whether circumstances are realistically dealt with, and whether the material has literary or social value. Factual material shall be included in all instructional material collections.

(cf. 1220 - Citizens Advisory Committees)
(cf. 5145.2 - Freedom of Speech/Expression)
(cf. 6144 - Controversial Issues)
(cf. 6161 - Equipment, Books, Materials: Provision/Selection)

Legal Reference: *Keyishian v. Board of Regents* 385 U.S. 589, 603 (1967)
President's Council, District 25 v. Community School Board No. 25 457 F.2d 289 (1972), cert. denied 409 U.S. 998 (1976)
Minarcini v. Strongsville City School District, 541 F. 2d 577 (6th Cir. 1976).
Board of Education, Island Trees Union Free School District No. 26 v. Pico, 457 U.S. 853 (1982).
Academic Freedom Policy (adopted by Connecticut State Board of Education, 9/9/81).
Connecticut General Statutes
10-238 Petition for hearing by board of education.

Tentative Approval: 05/21/08

Final Approval: 08/26/15

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COMMUNITY RELATIONS

RELATIONS BETWEEN PUBLIC AND SCHOOL PERSONNEL /CONDUCT ON SCHOOL PROPERTY

The Board of Education expects mutual respect, civility and orderly conduct among all individuals on school property or at school events. District staff will treat parents and other members of the public with respect and expect the same in return. The Board is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

This policy promotes mutual respect, civility and orderly conduct among Board members, district employees, parents and the public. It is not intended to deprive any individual of his/her right to freedom of expression, but only to maintain to the extent possible and reasonable, a safe, harassment-free environment for students and staff.

In the interest of presenting Board members and District employees as positive role models to the students as well as to the community, the Board encourages positive communication and discourages volatile, hostile or aggressive actions. The Board seeks public cooperation with this endeavor.

Based upon the above, the Board expects that no person on school property or at a school event shall:

1. Injure, threaten, harass or intimidate a staff member, Board member or any other person;
2. Damage or threaten to damage another's property;
3. Damage or deface District property;
4. Violate any Connecticut law or town/city ordinance;
5. Smoke or otherwise use tobacco products;
6. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous instruments or weapons;
7. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;
8. Enter upon any portion of the school premises at any time for purposes other than those which are lawful and authorized by the Board;
9. Operate a motor vehicle in a risky manner or in violation of an authorized District employee's directive; or
10. Violate other District policies or regulations or an authorized District employee's directive.

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Any individual who disrupts or threatens to disrupt normal school or office operations; threatens the health and safety of students or staff; willfully causes property damage; uses loud or offensive language which could provoke a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on District property, will be directed to leave the premises by a member of the administrative staff or his/her designee.

If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the staff member to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If the abusing party does not take corrective action, the District employee will terminate the meeting or conversation.

(cf. 1110.1 - Parent Involvement)

(cf. 1120 - Public Participation at Board of Education Meetings)

(cf. 1250 - Visits to Schools)

(cf. 1251 - Loitering or Causing Disturbances)

(cf. 1310 - Relations Between the Public and School Personnel)

(cf. 1312 - Public Complaints)

(cf. 1330 - Use of School Facilities)

(cf. 1700 - Otherwise Lawful Possession of Firearms on School Property)

(cf. 6145.71 - Use of Alcohol by Adults)

Legal Reference: Connecticut General Statutes

1-225 Meetings of the government agents to be public.

1-232 Conduct of the meeting

10-221 Boards of education to prescribe rule(s), policies, and procedures.

10-238 Petition for hearing by board of education.

10-239 Use of school facilities for other purposes.

53a-185 Loitering in or about school grounds: Class C misdemeanor.

Tentative Approval: 05/21/08

Final Approval: 08/26/2015

HAMPTON BOARD OF EDUCATION

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COMMUNITY RELATIONS

PUBLIC PERFORMANCES BY STUDENTS

The Board of Education recognizes the educational value from student participation in civic and community affairs. Teachers are encouraged to prepare students for public performances which contribute to student education when they don't interfere unduly with other educational activities or programs.

School groups may, as authorized by Superintendent's regulations, participate in local public events.

Tentative Approval: 05/21/08

Final Approval: 08/26/2015

HAMPTON BOARD OF EDUCATION

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COMMUNITY RELATIONS

STUDENT CONTESTS

Contests and competitions for the students may be considered for approval by the Superintendent on recommendation of the building administration. The following criteria are to be considered in determining whether or not approval may be given:

1. The contest is educationally sound and worthy.
2. The contest is stimulating to the student and school and desirable for both.
3. The contest must not place an undue burden on the students, families, teachers, and the school.
4. The contest is not commercial or sectarian.
5. The contest will not take students from school unnecessarily.
6. Participation from state and national principal groups are considered.
7. For secondary school contests, from the list of approved contests published by the Connecticut Association of Schools.

Tentative Approval: 05/21/08

Final Approval: 06/18/08

HAMPTON BOARD OF EDUCATION

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COMMUNITY RELATIONS

SOLICITING FUNDS

All requests for fund raising activities must be made and approved/disapproved in writing on the form provided by administration.

Fund raising activities may be approved by the Superintendent of Schools or his/her designee, consistent with the following guidelines:

1. Fund raising is in connection with the school sponsored projects.
2. There are sufficient educational or financial benefits which will accrue to the school and/or students, either directly or indirectly, from the activity.
3. The mechanics or procedures of fund raising will neither be an unacceptable burden to teachers, students, or other school staff members nor subject the school to inappropriate risks or responsibilities in handling funds.
4. The mechanics and procedures of the fund raising will include adequate provisions for the safety of students.
5. The fund raising activity, as well as its mechanics, and procedures shall not violate the canons of good morals, manners or taste, according to the standards of the community, or be injurious to the building, grounds or equipment of the school.

Any student wishing to solicit money at school for non-school organizations or activities may do so only upon approval from the principal, subject to the above guidelines. These activities and organizations may include, but are not limited to 4H, Boy/Girl Scouts, athletic teams and clubs. Any fund raising of this nature must not interfere with the educational process. The school will not be responsible to any loss of money or materials.

There shall be no direct solicitation of funds from students, or use of students by outside organizations to raise funds except with the specific approval of the Board of Education. Approval/disapproval shall be based on the policies concerning the distribution of published materials by students

(1140) and use of school facilities(1330). In addition, the administrative expenses of the requesting organization shall also be considered.

Upon approval of the Superintendent or his/her designee, information from recognized charitable organizations which could eventually result in voluntary student and/or parental activities, contributions or memberships of benefit to the organization may be distributed through the schools. In these instances, the distribution of materials would be the only school involvement on behalf of these organizations.

Any proposed fund raising activity not specifically covered by Board of Education policy shall be brought to the Board of Education for approval/disapproval.

Tentative Approval: 06/04/98

Final Approval: 05/21/08

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COMMUNITY RELATIONS

ADVERTISING AND PROMOTION

Students must be protected from possible exploitation in advertising or promoting interests of any non-school agency or organization. Within that context:

1. The school may cooperate in furthering the work of any non-profit community-wide social service agency; provided that such cooperation does not restrict or impair the educational program of the school.
2. The school may use films or other media materials which include commercial messages providing such materials can be justified on the basis of their educational values.
3. The Superintendent may, at his/her discretion, announce or authorize to be announced, any lecture, play, film, or other community activity with educational value.
4. The school may, upon approval of the Board of Education, cooperate with any agency in promoting activities in the general public interest, and which promote the education and the best interests of students.
5. No advertising material may be posted or distributed to students which, in the opinion of school authorities, would contribute to the personal gain of an individual, business, or company except as follows:
 - a. Educational material used by staff for educational purposes.
 - b. Samples, calendars, supply catalogs, etc., distributed to staff for examination, testing or review or routine classroom use.

Tentative Approval: 08/04/04

Final Approval: 05/21/08

HAMPTON BOARD OF EDUCATION

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COMMUNITY RELATIONS

USE OF SCHOOL FACILITIES

Since school buildings and grounds are public property, the Board of Education may make them available for purposes other than education when they are not in use for school purposes.

The Board of Education shall grant the use of school facilities for activities of an educational, cultural, civic, social, recreational, governmental or general political nature which are sponsored by responsible local persons, organizations, agencies, or institutions, as permitted under law.

Types Of Activities Which Will Not Be Permitted

1. Activities advocating the overthrow of the United States or the state of Connecticut, or of local governmental agencies.
2. Any activity that may violate the canons of good morals, manners or taste, or be injurious to the buildings, grounds or equipment of the schools.
3. Any purpose in conflict with school activities.
4. Commercial advertising.
5. Fund-raising campaigns except as permitted by Board of Education policy or by special action of the Board of Education.
6. Activities which are discriminatory in nature.

Consistent with this policy, the superintendent or his designee shall approve and schedule the use of school facilities by an individual or group and shall develop guidelines for community use of the schools.

Legal Reference: Connecticut General Statutes

10-239 Use of school facilities for other purposes

Tentative Approval: 04/02/98

Final Approval: 05/21/08

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COMMUNITY RELATIONS

SMOKE FREE ENVIRONMENT

Students

In accordance with law and to promote the health and safety of all students and staff, the District prohibits all employees, students and patrons from smoking or using tobacco or tobacco products in all school facilities, buildings and buses or other District transportation at all times, including athletic events and meetings. This prohibition extends to all facilities the District owns/operates, contracts for or leases to provide educational services, routine health care, daycare or early childhood development services to children, as well as facilities in which services are not provided to children.

This prohibition does not apply to any private residence or any portion of a facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol in which the District provides services.

Breaks by employees to smoke or use tobacco products are considered recreational activities. If an employee takes a break from work to smoke or use tobacco products or leaves school grounds at any time for any reason other than District business, including to smoke or use tobacco products, He/she will not be considered to be acting within the normal course and scope of employment.

Staff and Public

An ongoing program of staff support and counseling will be offered to provide support for staff who wish to break the smoking habit.

(cf. 1120 Board of Education Meetings)

(cf. 1330 Use of School Facilities)

(cf. 4118.231/4218.231 Employee Smoking, Drinking, and Use of Drugs on School Premises)

(cf. 5131.6 Drugs, Tobacco, and Alcohol)

Legal Reference: Connecticut General Statutes

Sec. 19a-342 Smoking prohibited in certain places. Signs required. Penalties.

21a-242 Schedules of controlled substances.

P.L. 107-110, Section 4303, "Non-smoking Policy for Children's Services"

Tentative Approval: 05/21/08

Final Approval: 06/18/08

HAMPTON BOARD OF EDUCATION

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COMMUNITY RELATIONS

ACCESS TO SCHOOL PROCEDURES AND MATERIALS

Ideas, operating procedures, records, and publications developed in or for the school system may be made available to outside non-profit or profit organizations for use or distribution when such use or distribution will reflect favorably upon the school system and the community. No outside organization shall be granted exclusive access to or control over the material made available to it.

Records containing privileged or confidential information about staff or students will be restricted to the extent permitted by law in the interests of the person or persons involved.

A reasonable charge may be made for copying available records.

(cf. 5125 Student Records)

(cf. 4112.6 Certified Personnel Records)

(cf. 4212.6 Non-Certified Personnel Records)

Legal Reference: Connecticut General Statutes

1-212 Application for copies of public records; Certified copies. Fees.

1-16 Reproductions

1-200 Definitions.

1-210 Access to public records. Exempt records.

1-211 Disclosure of computer-stored public records...

1-213 Agency Administration. Disclosure of personnel, birth, and tax records. Judicial records and proceedings.

1-214 Public Employment contracts as public record. Objection to disclosure of personnel or medical files.

1-215 Record of an arrest as public record.

1-225 Meetings of governmental agencies to be public.

1-226 Recording, broadcasting, or photographing meetings.

1-227 Mailing of notice of meetings to persons filing written request. Fees.

1-206 Denial of access of public records of meetings. Appeals. Notice. Orders. Civil Penalty. Service of process upon commission. Frivolous appeals.

1-240 Penalties.

10-15b Access of parent or guardians to student's records. Inspection and subpoena of school or student records.

10-154a Professional communication between teacher/ nurse & student. Surrender of physical evidence obtained from students.

10-209 Records not to be public. (medical or psychological examination records)

Tentative Approval: 05/21/08

Final Approval: 06/18/08

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COMMUNITY RELATIONS

LAW ENFORCEMENT OFFICIALS

Schools are responsible for students during school hours. This responsibility includes protecting each student's constitutional rights, assuring due process in questioning and arrest, and protecting students from any form of illegal coercion. Because of the many support services that local law enforcement agencies provide to the schools, staff, and students, the State Board of Education supports the best possible relationship with those agencies consistent with the system's responsibilities to protect legal rights of staff and students.

This policy is intended to balance the needs of school and police officials. The reduction of ambiguity and confusion in how these officials interact will provide an optimal environment for education while ensuring that the public safety needs of the school and community are adequately met.

Interview of Students

Police interviews generally will not take place on school grounds. However, if the police do indicate that an interview on school grounds is necessary, school authorities may cooperate. When the interview involves a juvenile, a parent must be present. The exceptions to this rule are (a) if the student is being interviewed as a victim and/or (b) if there is an overriding immediate public safety concern. If a student under the age of 16 is being interviewed by the police and the parent/guardian cannot be present, a member of the school staff should be present.

When police are investigating possible criminal acts which occurred, or may have occurred, on school property, or while under the jurisdiction of the school district, they may question students at school when the following procedures are observed:

1. Students will be questioned as confidentially and inconspicuously as possible.
2. An attempt will be made to notify the student's parents so that they may be present during the questioning. The school Principal, or his/her designee, will be present.
3. Preferably, the officer doing the questioning will wear civilian clothes.

When investigating a possible criminal violation occurring off school grounds or not part of a school program, police will be encouraged to question students in their homes; however, they may be permitted to question students in the schools when the procedures outlined in 1-3 above are observed. Police will make every attempt to minimize distractions or disruption of school routines during the performance of their duties.

Arrest of Students

The decision to call police and request an arrest is within the discretion of the building administrator. The Principal may request the arrest of a student or there are times in which the police may request to pick up a student due to a warrant being issued for his/her arrest. If the school Principal agrees to assist in the arrest of a student, the student should be escorted from class by school personnel and remain in a secured office until the police arrive. The

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arrested student will be removed from the school in a way that minimizes embarrassment to the student and any disruption of the school routine.

Weapons

In cases where a student is suspected of carrying a dangerous weapon and there is a safety issue inherent in the search process, the student should be secured in a private area and the police should be contacted to conduct the search.

If a search is conducted by a school official and a weapon is found, weapons that are illegal should be turned over to the police immediately by the school official. Illegal weapons include knives with over a four-inch blade, dirk knives, switchblade knives, martial arts weapons and firearms. Ammunition should also be immediately turned over to the police. Weapons that are not illegal but are a violation of school policy may be retained by the Principal.

Designation of Authority

The Superintendent is authorized to develop procedures regarding this policy, including a process to ensure that appropriate staff has been informed, and to establish lines of communication with local law enforcement agencies to effect necessary cooperation toward ensuring the security of the school facilities, and the safety of students and staff.

(cf. 5145.12 Search/Seizure)

Legal Reference: Connecticut General Statutes

10-221 Boards of Education to prescribe rules

53a-185 Loitering in or about school grounds: Class C Misdemeanor

54-76j Disposition upon adjudication as youthful offender

Tentative Approval: 03/28/2012

Final Approval: 04/25/12

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COMMUNITY RELATIONS

FISCAL AUTHORITY

The Board of Education believes that it has an obligation beyond that imposed by law to work with the appropriate fiscal authority at all stages of the budgeting process in order to develop the kind of understanding of the needs of the schools and the students which will work for the betterment of education in our community.

The Board of Education accepts the legal requirement that it meets and negotiates with the fiscal authority, and further, it will do everything in its power to cooperate with the fiscal authority toward the development of a sound fiscal base for the operation of the schools.

Legal Reference: Connecticut General Statutes

10-153d Meeting between board of education and fiscal authority required. Duty to negotiate.

Tentative Approval: 03/28/2012

Final Approval: 04/25/2012

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COMMUNITY RELATIONS

RELATIONS BETWEEN AREA, STATE, REGIONAL, AND NATIONAL ASSOCIATIONS, AND THE SCHOOLS

Membership in recognized associations such as the Connecticut Association of Boards of Education may be maintained by the schools for several reasons, including:

1. Benefits to staff and Board of Education from professional meetings, conferences, clinics, and conventions.
2. Access to the communication media of such associations, such as newsletters, periodicals, and advisory services.
3. Representation in legislative and other actions affecting education generally and our school district in particular.

Tentative Approval: 04/25/2012

Final Approval: 05/30/2012

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COMMUNITY RELATIONS

OTHERWISE LAWFUL POSSESSION OF FIREARMS ON SCHOOL PROPERTY

Notwithstanding the otherwise lawful possession of firearms defined in section 53a-3 in or on the real property comprising school district property by persons who hold a valid state or local permit to carry a firearm and would otherwise legally traverse school property with an unloaded firearm for the purpose of gaining access to public or private lands open to hunting or for other lawful purposes, such entry onto school property by these persons for these purposes is prohibited by the Board of Education.

The issuance of a permit to carry a pistol or revolver does not authorize the possession or carrying of a pistol or revolver on school district property. The Board of Education prohibits such possession on school district property.

Students are prohibited by the Board of Education from possessing firearms for any reason, whether otherwise lawful or not, in or on the real property comprising the public or private elementary or secondary school or at a school sponsored activity as defined in subsection (h) of section 10-233a.

(cf. 5114 - Suspension/Expulsion/Exclusion/Removal)

Legal Reference: Connecticut General Statutes

29-28 Permit for sale at retail of pistol or revolver. Permit to carry a pistol or revolver.

Confidentiality of name and address of permit holder. (as amended by PA 98-129)

29-33 Sale, delivery or transfer of pistol and revolvers. Documentation requirements. Waiting period.

Exempted transactions. Penalty. (as amended by PA 98-129)

52a-3 Definitions

53a-217b Possession of a weapon on school grounds: Class D felony. (as amended by PA 01-84)

Tentative Approval: 02/27/2013

Final Approval: 03/06/2013